



# Bar Hill Community Association (BHCA)

## NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY

Title: Monthly Trustee Meeting

<https://bit.ly/bhca-shared-calendar>

Time: Tuesday, 09th April 2024 at 7:30 pm



## AGENDA

Reference Documents		
REF01 Minutes of the meeting held on 12th March 2024.pdf REF02 Open Actions Trustee's Report.pdf REF03 Financial Update - March 2024.pdf REF04 BHCA Current Budget Totals - March 2024.pdf REF05 Conflicts of Interest Policy (1.3 Draft).pdf REF06 Reserves Policy and Procedure (0.1 Draft).pdf REF07 Serious Incident Reporting Policy & Procedure (0.1 Draft).pdf REF08 Social Media Policy & Procedure (0.1 Draft).pdf REF09 KwikTrust - Supporting charities and not for profits with unlimited digital signatures.pdf		
Information Only Items		
IOI01 Reserves Policy and Procedure - Training Acknowledgement.pdf IOI02 Safeguarding Vulnerable Adults Policy (1.0 Approved).pdf IOI03 Safeguarding Children Policy & Procedure (3.0 Approved).pdf IOI04 Data Protection Policy (2.0 Approved).pdf IOI05 Serious Incident Reporting Policy & Procedure - Training Acknowledgement.pdf IOI06 Social Media Policy & Procedure - Training Acknowledgement.pdf IOI07 ICB Response re Maple Surgery Consultation.pdf IOI08 3 Aug to 31 Dec 2022 accounts - Financial Summary.pdf		
Open Forum		
OF1	The chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair).  NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who cannot attend in person.	(oral)
Main Agenda Items		
01	Apologies received – <b>Hilary Whipp</b> (HW, Treasurer).	(oral)

	<p>Present &lt;Name&gt; (&lt;Initials&gt; [, &lt;Position&gt;] [, &lt;Committee Chair's&gt;]:</p> <p>BHCA Trustees:</p> <p><b>Andy Pellew</b> (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), <b>Anthony Mitchell</b> (AM, Vice Chair, Christmas Event), <b>Bunty Waters</b> (BW), <b>Jo Hall</b> (JH), <b>Kate Da Costa</b> (KDC, Fête &amp; Festival), <b>Jenni Foster-Smith</b> (JFS, Secretary, Parks &amp; Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p><b>Karen Hayden</b> (KH), <b>Richard Hayden</b> (RH), <b>Barry Dean</b> (BD)</p>	
02	Minutes of meeting on 12th March 2024	REF01
03	Review of Open Actions from Action Log (please see attached report)	REF02
04	Declarations of interests	(oral)
05	Announcements from the Chair	(oral)
06	Financial Update (including Budget Review)	REF03, REF04
07	Committee Updates: <b>Bar Hill News</b> (AP), <b>Christmas Event</b> (AM), <b>The Europe Challenge</b> (AP), <b>Fête &amp; Festival</b> (KDC), <b>Parks &amp; Recreation</b> (JFS), <b>Phone Box Library</b> (AP), <b>Wellbeing Walks</b> (AP)	(oral)
10	<p>Scheduled Policy Review: Conflicts of Interest Policy (1.3 Draft)</p> <p>This review is part of the annual review of policies schedule.</p> <p>Changes include Spelling corrections, reformatting to support the generation of a document outline, added a page footer. Removed VC name from Change Log.</p> <p>PROPOSAL: We accept version 1.3 Draft as-is and promote it to version 2.0 Approved.</p>	REF05
11	<p>New Policy Review: Reserves Policy and Procedure (0.1 Draft)</p> <p>This policy is required by the Charity Commission.</p> <p>NOTE the amounts (highlighted in red) in the document. Our total reserves will be £1,000. This will add a commitment to each Committee to consider reserves. The expectation is that the Fete &amp; Christmas Events will be “to cover next year’s event”, and other committees will have a reserve of zero.</p> <p>This policy will be added for annual review in April.</p> <p>PROPOSAL: We accept version 0.1 Draft as-is and promote it to version 1.0 Approved.</p>	REF06

12	<p>New Policy Review: Serious Incident Reporting Policy &amp; Procedure (0.1 Draft)</p> <p>This policy is required by the Charity Commission.</p> <p>This policy will be added for annual review in April.</p> <p>PROPOSAL: We accept version 0.1 Draft as-is and promote it to version 1.0 Approved.</p>	REF07
13	<p>New Policy Review: Social Media Policy &amp; Procedure (0.1 Draft)</p> <p>This policy is required by the Charity Commission.</p> <p>This policy will be added for annual review in April.</p> <p>PROPOSAL: We accept version 0.1 Draft as-is and promote it to version 1.0 Approved.</p>	REF08
14	<p>Charity required policies.</p> <p>The Charity Commission now require the following policies [with the current state of our policy];</p> <ul style="list-style-type: none"> <li>- Internal charity financial controls policy and procedures [missing]</li> <li>- Safeguarding policy and procedures [3.0 Children, 1.0 Adults]</li> <li>- Financial reserves policy and procedures [1.0 - above]</li> <li>- Complaints policy and procedures [1.1]</li> <li>- Serious incident reporting policy and procedures [1.0 - above]</li> <li>- Internal risk management policy and procedures [missing]</li> <li>- Trustee expenses policy and procedures [2.0]</li> <li>- Trustee conflicts of interest policy and procedures [2.0]</li> <li>- Investing charity funds policy and procedures [missing, not applicable]</li> <li>- Campaigns and political activity policy and procedures [missing, not applicable]</li> <li>- Bullying and harassment policy and procedures [missing]</li> <li>- Social media policy and procedures [1.0 - above]</li> <li>- Engaging external speakers at charity events policy and procedures [missing, not applicable]</li> </ul> <p>When we upload our annual report the Charity Commission specifically asks if we have the above policies. We can still submit by answering "no", but it will be recorded. The Charity Commission currently requires 13 policies; we have 7 in place. Arguably, three of the six outstanding do not apply to us.</p> <p>PROPOSAL: Investing charity funds policy and procedures, Campaigns and political activity policy and procedures, and Engaging external speakers at charity events policy and procedures do not apply to us as a charity.</p> <p>PROPOSAL: AP to create template policies (Google Documents) for the</p>	(oral)

	<p>missing policies, and Trustees to be allocated to populate them. You should start with the template policies from Small Charity Support (<a href="http://www.smallcharitysupport.uk">www.smallcharitysupport.uk</a>) or Charity Excellence (<a href="http://www.charityexcellence.co.uk">www.charityexcellence.co.uk</a>) and develop a policy for the BHCA from there. Googling the exact policy names above will also reveal policies for other charities.</p> <p>NOTE: "Not applicable" means we still need to create a policy document and say, for example, "The Charity will not invest charity funds" as our "Investing charity funds policy and procedures" policy.</p>	
15	<p>KwikTrust has approached us regarding a "free" digital signature solution.</p> <p>PROPOSAL: Unless another Trustee wishes to take this on, we should decline the offer. At the moment, we do not need this solution.</p>	REF09
16	<p>End of Wellbeing Walks</p> <p>PROPOSAL: With the consent of the Chair of the Committee, we end Wellbeing Walks, close the budget, and end the committee.</p> <p>PROPOSAL: AP will write an article titled "What do you want us to do?" for the new Bar Hill News.</p>	(oral)
97	Other business (including agenda items for future meetings)	(oral)
98	<p>Date of Next Meeting</p> <p>PROPOSED: Tuesday, 14th May 2024 @ 19:30 in The Fox</p>	(oral)
99	Thanks & Close	(oral)

Dated: **9th April 2024**



Jenni Foster-Smith (Secretary)

Dated: **9th April 2024**



Andy Pellew (Chair)